

# **JOB DESCRIPTION**

## **TOWN OF EASTON**

### **SENIOR CENTER VAN DRIVER**

#### General Statement of Duties:

1. Skillful operation of a Town vehicle; transporting senior citizens throughout Easton and neighboring towns; taking seniors on excursions such as shopping, banking and doctor visits.
2. The position requires assisting seniors and occasionally physically/mentally challenged residents in/out of the van; and transportation of wheelchairs.
3. Van driver must secure passengers by utilizing proper safety procedures such as safety belts, and proper loading/unloading of passengers using the wheelchair lift and stairs.
4. Escort elderly/partially disabled senior into medical offices and assisting seniors (physically/mentally challenged residents) into vehicle, doctor offices and into their homes. Pick up and deliver medical equipment to homebound Easton Seniors.
5. Maintain communication with family members on passenger(s) health conditions of immediate concerns, or otherwise, informs Director or Assistant Director of same.
6. Van driver is also responsible for compliance with safety regulations and proper maintenance appointments of the van including but not limited to; checking oil, fluid levels, maintaining full tank of gas, checking air tire pressure and keeping interior/exterior clean. Van driver also ensures billing is kept current from the Public Highway Department.
7. Chaperone group outings.

#### Supervision Received

Van drivers works under the direction of the Senior Center Director.

#### Supervision Exercised

- Responsible for the training and supervising of the substitute van driver.
- Enforces mandated van rules for safety and comfort of the passengers

#### Illustrative Duties

- Assumes all desk duties, follows safety procedures and coordinate daily activities at the Senior Center, including supervision of volunteers as needed, in the temporary absence of the Director & Assistant Director.
- Maintains and coordinates schedules in weekly appointment book.
- Maintain paperwork log on hours worked, services performed.
- Compile State Grant daily passenger totals and record new passengers.
- Flexibility if emergency situations arise.

#### Minimum Qualifications

- Maintain the appropriate Connecticut driver's license.
- High school graduate with a minimum of one year passenger van driving experience.
- Excellent written and verbal communication skills.
- Computer skills are a plus.
- Safe driving record.
- Drug testing required.
- Experience in assisting mentally and /or physically impaired adults.
- CPR and basic First Aid training.
- A basic understanding of the needs of the elderly in a patient and empathetic manner.